

## Instructions to Authors

(Revised January 1, 2009)

*Japanese Journal of Radiology (JJR)* is a peer-reviewed double-blinded journal that is published under the supervision of the Board of Directors of the Japan Radiological Society (JRS), which appoints the Editor, who selects all materials for publication, including advertisements. No responsibility is accepted by the Board of Directors or the Editor for opinions expressed by the contributors. Please note that the instructions below are in accord with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals". Although *JJR* will receive materials prepared and submitted according to these requirements, the right is reserved to introduce any changes necessary to make the contributions conform to the individual editorial standards of this journal.

### Instructions for Original Submission of Manuscripts EDITORIAL POLICIES

#### SOLE SUBMISSION TO *JJR*

Authors must be certain that a manuscript on the same or similar material has not already been published by them or has not been or will not be submitted to another journal by them or by colleagues at their institution before their work appears in *JJR*. The submission by authors of similar material to advertising, news media, or other forms of publication must be indicated at the time *JJR* receives the manuscript, and a copy of that material should be provided with the submission.

#### TRANSFER OF COPYRIGHT AND CERTIFICATIONS AGREEMENT

Authors whose manuscripts are accepted for publication in *JJR* will automatically receive from JRS a license for use of their images. This license extends for the full term of the copyright and allows authors to use and sublicense their images to others without requesting permission from JRS. If authors sublicense their images to commercial parties, they are required to notify JRS but need not request JRS's permission. Each corresponding author will receive his or her image license after the manuscript is accepted for publication and sent to the JRS Publication Department for processing. Please note that this license is for images (defined as radiologic images, artwork, and related captions) but not for other elements of the accepted manuscript (i.e., text, graphs, tables, software).

Please fax (+81-3-6831-7010) the Certification Form with the initial submission of all proffered works. All authors of any single composition must sign this agreement.

#### MANUSCRIPT CATEGORIZATION TERMS

Submission may be in the category of

1. Original article
2. Case report
3. Review article
4. Pictorial Essay
5. Technical note
6. Letter to the editor
7. Special report

These articles and report should be concerned with

- a. Diagnostic radiology
- b. Interventional radiology
- c. Radiation oncology
- d. Nuclear medicine
- e. Radiation physics
- f. Radiation biology
- g. Other radiology-related issues

These terms must be complied with before your manuscript can be evaluated.

#### RIGHTS AND PERMISSIONS

Written permission (we require a copy) must be granted by the publisher (and by the author when applicable) to reproduce any previously published figures and tables. Any such material must be clearly noted and its source given in the manuscript.

To preserve the anonymity of patients and subjects, all potentially identifying information (including patient likenesses, identification numbers, names, and initials) must be removed from images, charts and graphs, tables, and the text before the materials are submitted to the Editorial Office. A signed letter of permission must be included with your manuscript for any individual who might be identified as a result of written descriptions, photographs (masking the eyes in photographs is not sufficient protection of anonymity), or other means. Such permission, which requires that the individual be shown the manuscript, should be affirmed in the text or figure caption as appropriate.

If reference is made in the text to personal communication (oral or written) as a source of information, a signed statement of permission is required from each such source. The year of receipt of the personal communication is required from each such source. The year of receipt of the personal communication should be provided in the text. Please see Acknowledgments below for additional required permissions.

#### MANUSCRIPT PREPARATION

In general, we recommend you review several recently published articles in *JJR* before manuscript assembly, so as to familiarize yourself with our format and requirements. Each manuscript component should begin on a new page in this order: title pages, abstract, text, appendix, acknowledgments, references, tables (each on a separate page), captions (figure legends) for illustrations (figures), and illustrations. The title pages and the abstract page should not be numbered. Sequential numbering should begin with the text (Introduction). To ensure anonymity in the peer review process, authors' names should appear on only the full title page; names of authors, their initials, or the institution should not be given in the text or on the illustrations. Avoid language that reveals work previously published by you (e.g., "as we have previously described", "continuing our former work", etc.). The anonymity of patients and subjects must be preserved; please see the Rights and Permissions section for more information.

Prerequisites for publication: A Certification Form, included in each issue, must be signed by all authors and be submitted to the journal's editorial office by e-mail, fax or postal mail (see below, Mailing Address) separately from the manuscript at the same time you submit your manuscripts via Editorial Manager. The form is available at: <http://www.springer.com/11604>

**IMPORTANT:** Upon receipt of a Certification Form, manuscripts are officially recognized as submissions.

#### Manuscript Submission via Editorial Manager

Authors should submit their manuscripts to the *JJR* online. Please log in directly at: <https://www.editorialmanager.com/rmed> and upload your manuscript following the instructions given. If you encounter any difficulties while submitting your manuscript online, click on Help in the upper left corner.

#### Editorial Manager Requirements:

Windows or Macintosh computer capable of running Adobe Acrobat Reader 5.0 or later, and either Internet Explorer 5.0 or later or Netscape 7 or later

Electronic files of the manuscript text

Electronic files of the manuscript figures and illustrations

#### Author Accounts

Authors entering the journal's Editorial Manager site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page.

If you have forgotten your username and password, please click the link "Send Username/Password" and enter your mail address. You will then receive an automatic e-mail with your user name and password. Alternatively, please create a new account and then follow the instructions given on the screen.

## Getting Started

Once you have logged into your account, Editorial Manager will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript in the system. These include full title, author names and affiliations, and so forth, as listed below under Preparation of Manuscript. Support for special characters is available.

## Uploading Files

**Main Documents:** Main documents of articles should be uploaded in rich text format (RTF) or as a Microsoft Word document (.doc).

**Tables:** Use the table functions of your word-processing program, not spreadsheets, to make tables. Tables may be uploaded separately from the main document or inserted into the main document.

**Figures:** Common graphic files such as GIF, JPEG, EPS, and TIFF are supported. Please upload figures that are satisfactory for the review process. If your manuscript is accepted for publication, you will be required to provide figures/illustrations of sufficient quality for printing according to Requirements for Electronically Produced Illustrations for Accepted Papers toward the end of these instructions.

After uploading the parts of the article in this manner, the system will convert the files to FDF format. You can view the result of the conversion with Adobe Acrobat Reader. You will also be notified by e-mail that your submission was successful.

At any point during this process, there are Help buttons available to see frequently asked questions.

If the total size of the files exceeds the file volume (20 MB) for online submission, reduce the resolution of large files for initial submission.

## Keeping Track

After submission, you may return and monitor the progress of your submission through the review process.

## TITLE PAGES

**Full Title Page:** This page should include the title of the manuscript; the first and last names, and middle initials of the author(s); the name and street address (not postal box) of the institution from which the work originated; the telephone number, fax number, and e-mail address of the corresponding author; and information concerning grants. The address for correspondence should include the complete name, street address (not postal box), and postal code. Last, indicate the type of manuscript you are submitting: Original article; Case report; Review article; Pictorial essay; Technical note; Letter to the editor; or Special report.

## ABSTRACT AND KEY WORDS

All articles must have an abstract of 200 words or less. For Original articles and Technical notes, the abstract must be divided into four paragraphs with the following headings: Purpose; Materials and methods; Results; and Conclusion.

Below the abstract, please list three to five key words derived from the text.

## TEXT

### Original article and Technical note

The text is arranged in sections with the headings Introduction, Materials and methods, Results, and Discussion. Lengthy papers may need subheadings within some sections to clarify their content, especially within the Materials and methods and Results sections.

**Introduction:** Give only strictly pertinent background information and references that inform the reader as to why you undertook your study. The final paragraph should clearly state the hypothesis or purpose of your study.

**Materials and methods:** For studies relating to humans, the first paragraph should indicate whether or not institutional review board approval and patient informed consent were obtained. This applies for both prospective and retrospective studies. For animal experiments, please include a statement regarding approval by your institutional animal care committee or appropriate substitute. Identify the methods,

instrumentation (trade name and manufacturer's name and location in parentheses), and procedures in sufficient detail to allow other workers to reproduce your study.

**Results:** Present the results in logical sequence in the text, along with tables and illustrations. Do not repeat in the text all the data in the tables and/or illustrations; summarize only important observations.

**Discussion:** Emphasize the advances in knowledge provided by your study and the conclusions that follow from them. Relate the observations to other relevant studies. Link the conclusion with the goals of the study, but avoid unqualified statements and conclusions not completely supported by the data.

## Case report

Without using the title as an introduction, describe briefly the general background and significance of the case study.

**Case report:** The clinical study should be restricted to matters directly related to imaging diagnosis, interventional radiology and radiation oncology.

**Discussion:** Focus on the specific clinical issue, which the case emphasizes, and avoid lengthy explanations of references.

**References:** Limit these to ten.

## Policy of case report

Case reports constitute a significant component of medical literature. Many important observations were published initially as single case reports. Although the current rating system of academic journals makes us assigning many journal pages to case reports more difficult, *JJR* will keep accepting them. However, we now have to revise the evaluation system and decrease the acceptance rate to cope with the increased submission of case reports.

We adopt the rating system of case reports of Skeletal Radiology for assessing the priority of accepting them (Rosenthal DI. What makes a case report publishable? *Skeletal Radiol* 2006;35:627-8) as follows:

1. Initial report of a new disease entity
2. Supporting evidence of a new disease entity (not more than a few cases after an initial case report)
3. Report of a new imaging examination
4. Case with unusual clinical course contrary to our current knowledge
5. New treatment and outcome
6. Well-described, but rare disease (not more than 5 cases reported)
7. Case with rare (<5) but not unexpected findings
8. Uncommon disease (10-15 cases reported)
9. Well-described disease with educational value

We can assign only a low priority to the reports of categories #6-9. New treatment and outcome (category #5) should be published in a better controlled (case-control or randomized control trial) study. Case reports of category #5 are acceptable only when the disease is rare. The reports of category #1 often turn out to be category #6, #7, or #8 due to an incomplete literature search.

The editorial board agrees that there should not be too many accountable authors on each case report. Effective on January 1, 2009, the number of authors of case reports should not exceed six. If more than six authors need to be listed, authors may make a request to the editor with documents on the specific role of each author.

## Review article

A review article should focus on a specific topic in a scholarly manner and will be published as a commissioned paper at the request of the editorial board. Neither new information nor personal opinion is to be included. The scope of the paper should be defined in the introduction, and headings should be used to separate and organize the text. The length should not exceed 15 pages, with a maximum of 60 references and 15 figures.

## Pictorial essay

This is a visual teaching material. Messages are delivered by figures and their legends. As many as 30 figures will be accepted. Introduction defines the scope and summary of paper with one half or less of a page. Headings are used for separation and organization of text. Limit references to 15.

### Letters to the editor

Constructive criticism of a specific thesis published by *JJR* is welcome. Letters dealing with subjects of general interest within the field of radiology or personal opinions on a specific subject within the realm of scientific study may also be accepted. The maximum length of a letter to the editor should be 3 pages, with a maximum of 4 references.

### ACKNOWLEDGMENTS

Acknowledgments should be listed separately. Name those who have contributed substantially to the work reported in the manuscript.

### REFERENCES

Number references consecutively in the order in which they are first mentioned in the manuscript. The abbreviations used for periodicals cited in the references should follow the style of the *International Committee of Medical Journal Editors* ("Vancouver Style"). For journal articles, list surnames and initials of all authors when six or fewer, such as:

1. Remonda L, Heid O, Schrogh G. Carotid artery stenosis, occlusion, and pseudo-occlusion: first-pass, gadolinium-enhanced, three-dimensional MR angiography-preliminary study. *Radiology* 1998;209:95–102.

When seven or more authors are listed, only the first six names should be identified, followed by "et al," such as:

2. Aoki S, Yoshikawa T, Hori M, Nanbu A, Kumagai H, Nishiyama Y, et al. MR digital subtraction angiography for the assessment of cranial arteriovenous malformations and fistulas. *AJR Am J Roentgenol* 2000;175:451–3.

In the case of books, the authors of a chapter, title of the chapter, editor(s), title of the book, edition, city: publisher; year, and specific pages must be provided.

3. Powers WE, Ratanatharathorn V. Palliation of bone metastases. In: Perez CA, Brady LW, editors. *Principles and practice of radiation oncology*, 3rd ed. Philadelphia: Lippincott Raven; 1977 p. 2210–7.

References must be cited sequentially in the text with superscript numbers.

### TABLES

Tables should be numbered in Arabic numerals and should have a title. All abbreviations used in the table should be explained in a footnote.

Tables should be presented in the style used in recent issues of the journal. No vertical lines or shading should be included. Three full-width horizontal lines ("rules") should be used in a table. Other horizontal lines that are not full width ("straddle rules") may be used within the table.

### CAPTIONS FOR ILLUSTRATIONS

A caption (figure legend) must be supplied for each illustration (figure), including drawings and graphs. It is essential that the caption describe all labels on an illustration.

### ILLUSTRATIONS

Drawings and graphs should be rendered professionally in black and white.

The anonymity of patients and subjects must be preserved; please see the Rights and Permissions section for more information.

Note that color illustrations will be published only if the Editor concludes that color is essential to convey the message of the illustrations. Authors will cover the cost for color illustrations (¥110,000 for the first color page and ¥60,000 for each additional color page).

### UNITS AND ABBREVIATIONS

Radiation measurements and laboratory values should be those given in the *International System of Units* (SI). Abbreviations should be spelled out when first used in the text, such as "cerebrospinal fluid (CSF)"; the number of abbreviations used should be kept to a minimum. In general, only standard abbreviations will be used.

### HUMAN AND ANIMAL STUDIES

Manuscripts reporting the results of studies on human subjects must include a statement in the first paragraph of Materials and Methods to the effect that informed consent was obtained after the nature of the procedure(s) had been fully explained. In addition, a statement affirming approval of the appropriate institutional review boards is required in the same paragraph of the Materials and methods section. If a review board does not exist, then the Declaration of Helsinki principles should be followed and a statement affirming the same should be made in that paragraph.

The maintenance and care of experimental animals to provide humane treatment and to ensure reliable results are described in the National Institutes of Health guidelines for the use of laboratory animals. Authors must affirm, in the first paragraph of the Materials and methods section, their compliance with these guidelines or approval by the appropriate institutional review board or animal care committee.

### General Information on Data Delivery

Please send us files by the following methods.

- By e-mail: radiat.med@springer.jp (suitable only for small volumes of data)
- Via postal mail on a CD-ROM or MOD (230/640 MB)

### Mailing Address

*JJR* Editorial Office, c/o Springer Japan, No. 2 Funato Bldg., 1-11-11 Kudan-Kita, Chiyoda-ku, Tokyo 102-0073, Japan. Tel. +81-3-6831-7009; Fax +81-3-6831-7010

Please always supply the journal title, operating system, drawing program, image processing program, and compression program with your data. For the file name, please use the manuscript ID Use only the extensions that the program assigns automatically.

### Fees and offprints

There is no publication charge for any articles. Offprints of each paper are available in lots of 50 or 100, in addition to 30 free copies.